Instructions for Navigating the Online Accreditation Management System (OAMS)

APPLICATION CONTACT
ALTERNATE APPLICATION CONTACT
ORGANIZATIONAL OFFICIAL

Version:
December 10, 2025

Introduction

VISION

The Online Accreditation Management System (OAMS) is an initiative that reflects AAHRPP's significant investments to enhance the ease and efficiency of the accreditation process and strengthen AAHRPP's relationships with our stakeholders. We want to make it as simple as possible for people to turn to AAHRPP—with questions, for helpful resources, and to apply for accreditation or reaccreditation.

OAMS will provide features for AAHRPP-accredited organizations and those in the midst of the accreditation process. Our OAMS will be your one-stop shop for all things related to your accreditation or reaccreditation application. Sign in and:

- You will be able to work on your application, save your progress, and return later to pick up where you left off.
- Your documents will be easy to find and access.
- If you're seeking reaccreditation, fields for information already on file with AAHRPP will be pre-populated (for Application Contacts and Organizational Officials).
- A personalized dashboard will make it easy to track your progress. With one glance, you will know which sections of your application are complete, the tasks that remain, and their due dates.

A PHASED APPROACH

The initial phase of rolling out OAMS introduces functionality related to general profile information of your organization and its key contacts. Shell accounts have been created for every existing AAHRPP-accredited organization as of May 2025. Application Contacts are invited to log into their user account, edit basic information, and invite other users to access the organization account.

We are grateful for the opportunity to share this platform with you, and we look forward to our next phase of the roll-out process. Thank you for your support of AAHRPP!

HELP DESK

Our team stands ready to assist you as you navigate OAMS. If you have any questions, encounter technical difficulties, or simply have a helpful suggestion, please reach out to us at helpdesk@aahrpp.org .

You can also find our resource webpage for the OAMS here:
https://www.aahrpp.org/resources/for-accreditation/additional-resource/online-accreditation-management-system

⚠ Technical difficulties? Please reach out to helpdesk@aahrpp.org.

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Getting Started

INVITATION EMAIL

The first step in gaining access to OAMS is to **verify your email address**. In your primary work email inbox, look for an email from **no-reply-oams@aahrpp.org**, similar to the one below.

> You've been invited to set up a user account in the AAHRPP OAMS (Online Accreditation Management System).
>
> An existing user has sent you an invitation to log into OAMS. Click the link below to get started.
>
> **Set Password**
>
> This is a no-reply email. If you have any questions, please visit our Contact Us page or email helpdesk@aahrpp.org.

SET PASSWORD

Clicking on the link in the verification email will open a new browser to **set a secure password** for your account. Once a secure password has been set, you are ready to sign in.

SET YOUR PASSWORD

You have been invited to create an account within OAMS. In order to continue, please provide your name and create a password.

First Name

Last Name

Create your password
(Your password must be between 8 and 16 characters and must not contain spaces)

Confirm your password

SET PASSWORD

SET YOUR PASSWORD

Your password has been set. Click here to sign in.

⚠️ Technical difficulties? Please reach out to helpdesk@aahrpp.org.

SIGN IN

To log into your OAMS account, enter your primary work email address and the password you created on the **sign in page**: **https://oams.aahrpp.org/sign-in** .

WELCOME

to the AAHRPP Online Accreditation Management System (OAMS)!

Email Address*

Password*

Request an account   Forgot your password?

SIGN IN

FORGOT YOUR PASSWORD

On the sign in page, click Forgot your password to **set or reset your password** for your OAMS user account. **Enter your primary email address** and submit the form.

FORGOT YOUR PASSWORD?
Please enter your email associated with your account.

Your email

SEND PASSWORD RESET LINK

In your primary work email inbox, look for an email from **no-reply-oams@aahrpp.org**.

You have requested a password reset for your OAMS account.

Click the link below to get started.

Reset Password

This is a no-reply email. If you have not initiated this request, please visit our Contact Us page or email helpdesk@aahrpp.org.

⚠️ Technical difficulties? Please reach out to helpdesk@aahrpp.org.

Clicking on the link in the verification email will open a new browser to **set a new secure password** for your account.

RESET YOUR PASSWORD

Enter new password

Confirm new password

Reset account password

Once a secure password has been set, you are ready to log in on the **sign in page**:

https://oams.aahrpp.org/sign-in

Inside Your User Account

DASHBOARD

After logging in, you will be directed to the dashboard for your organization. This page will be a central hub for updates and action items related to your organization's AAHRPP accreditation, available in future phases of the OAMS roll-out.

Account Profile

Using the left-side navigation panel, navigate to the Account Profile to view and edit your contact details, username, and password.

Users whose roles have administrative permissions can view and edit the organization's general information.

Maintaining your account ensures that AAHRPP has the correct information about your organization, including contacts.

MY PROFILE

In My Profile, you can review and **update your contact information**.

Once you've filled out fields in the form, be sure to scroll to the bottom of the page to save your changes.

UPDATE MY PROFILE

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MY EMAILS

From the My Emails page you can manage the email addresses associated with your user account. Anyone with access to your organization's OAMS account can view the email addresses you add on this page.

Your **primary email address** is the email you enter on the sign in screen as a username. The primary email address is typically your work email address and cannot be from a domain like Gmail. It must be unique among all primary email addresses of users and must not already be the username of an existing user.

Your **alternate email addresses** are those email addresses that you use for AAHRPP-related correspondence. For example, you could add a general inbox to be listed as a backup email address (e.g., hrpp@institution.org).

Changing or Adding Email Addresses
To change your primary email address, or add a secondary or tertiary email address, complete the form fields in the My Emails tab and submit.
Check the inbox of the corresponding email address for a verification email.
Primary Email Address   Please click the link below to verify your email address for your OAMS account: **Verify Email**   Or enter this passcode in your account profile: GJEYEXQT   This is a no-reply email. If you did not make this request, please visit our Contact Us page or email helpdesk@aahrpp.org.
Alternate Email Address   Please click the link below to verify your email address for your OAMS account: **Verify Email**   This is a no-reply email. If you did not make this request, please visit our Contact Us page or email helpdesk@aahrpp.org.
Click the link in the email and follow instructions in the browser or copy and paste the code into the field in your OAMS account. Refresh your browser.   The email address will not be confirmed until the verification process has been completed.

MY PASSWORD

Changing your password from the My Password page requires that you enter your current password into the form. **If you cannot enter your current password, please contact us for assistance.** Once you've created your new secure password and

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completed the Manage My Password form, click Change Password. If the update was successful, the page will display a confirmation.

ORGANIZATION

OAMS users whose roles have administrative permissions can view and edit the organization's general information:

- Application Contact
- Alternate Application Contact
- Organizational Official

In the Organization tab, you can update your organization's:

Legal name: Please consult with your general counsel to provide the legal name of your organization.

Preferred name: If your organization prefers a different name to be displayed on the AAHRPP website (https://www.aahrpp.org/learn/find-an-accredited-organization) or referenced in AAHRPP accreditation certificates, formal reports, and other communications from AAHRPP instead of its legal name, please identify that name here.

Website: This is an optional field for your organization's website.

Type*: AAHRPP has nine categories for organization type. If the type displayed in your Organization General Information looks incorrect, please contact us.

Address: Please provide a central address for your organization or the address for the office that represents the location of your organization's leadership (e.g., President, Chancellor, CEO).

*Changes made by request. Please contact helpdesk@aahrpp.org.

Contacts

Using the left-side navigation panel, navigate to Contacts to view the individuals associated with your organization's account, including the roles of each OAMS user.

Users whose roles have administrative permissions can **edit other user's contact details and assign roles** within your organization's account.

For more information about roles, visit the Assigning Roles section below.
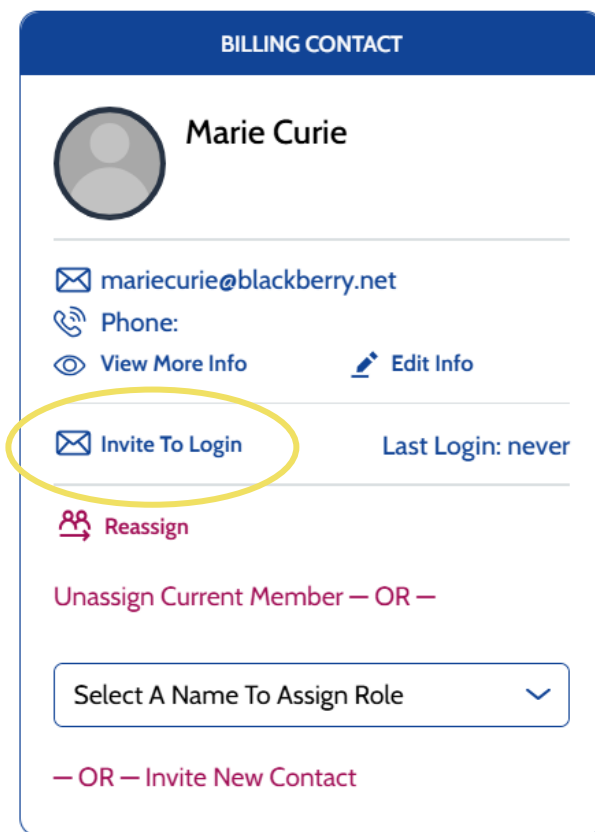
INVITING ANOTHER USER

To invite an individual to set up an OAMS account, first consider whether the individual is listed in your Contacts and to what role the individual will be assigned in your organization's account.

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Existing Contact

An individual who already has a contact card in your Contacts (as shown below) can sign into their OAMS user account only after you have sent an invitation.

For example, if your assigned role is Application Contact, then you can invite the Billing Contact into OAMS.

BILLING CONTACT

Marie Curie

✉ mariecurie@blackberry.net
☎ Phone:
👁 View More Info   ✎ Edit Info

✉ Invite To Login   Last Login: never

👥 Reassign

Unassign Current Member — OR —

Select A Name To Assign Role   ⌄

— OR — Invite New Contact

Locate the contact card of the user you want to invite.

Ensure that the email address displayed on the card is correct*.

Click Invite to Login.

The user will receive the email invitation and must go through the steps listed in the Getting Started section above in order to sign into OAMS.

*If the user's email address is incorrect, please contact us at helpdesk@aahrpp.org.

New Contact

An individual who is not shown in your Contacts can create an OAMS user account only after you have sent an invitation from a contact card (shown below).
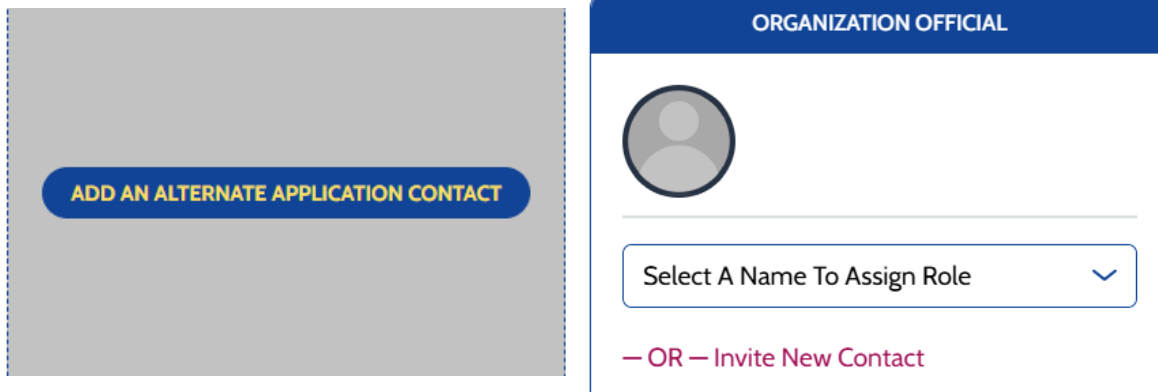
If your assigned role has administrative editing permissions, then you can:

1. Invite a new user to log into OAMS assigned to a role you choose (e.g., Organizational Official)
2. Confirm a new user on their behalf

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1. Inviting a new contact to log in:

Locate the contact card of the role for which you will assign the new contact.
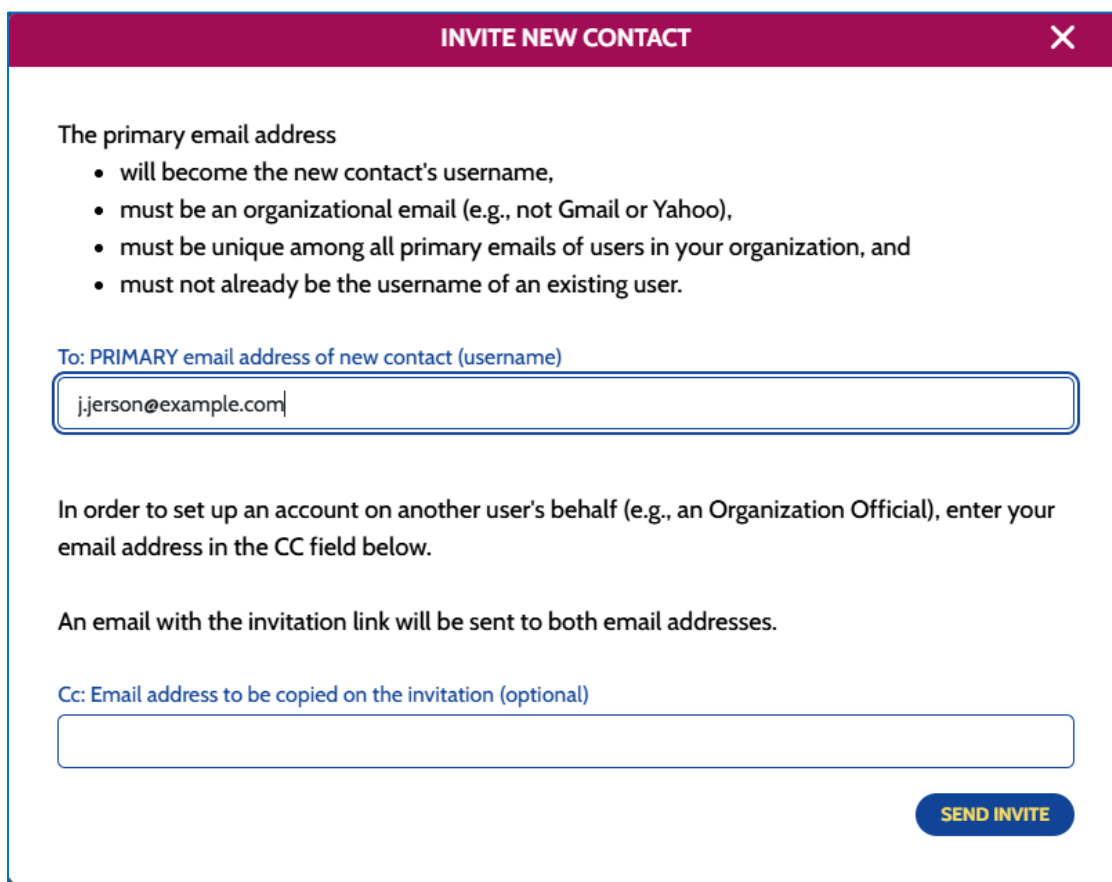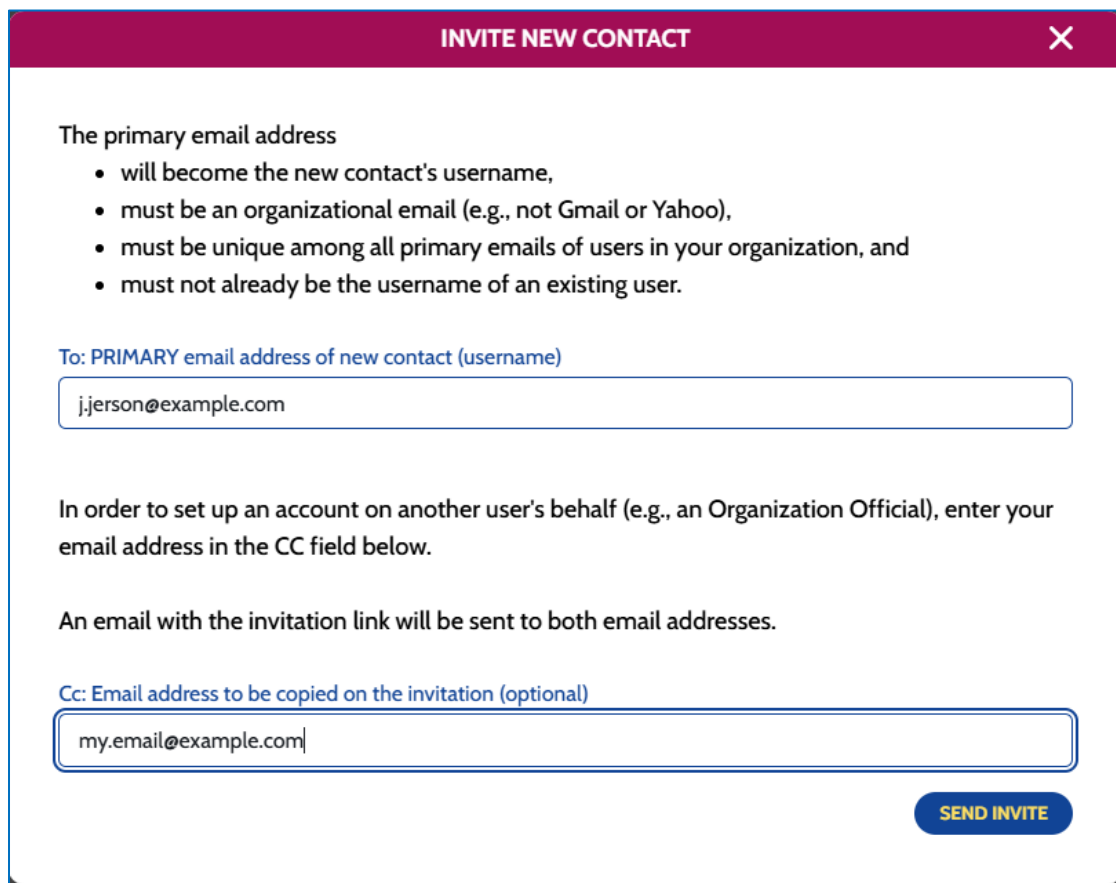
To add an additional Alternate Application Contact or Read Only User, click the button on the corresponding tile.

In the pop-up window, enter the **primary email address of the individual** you would like to add into the first field. Click Send Invite.

Please note: A new contact cannot be invited using an email address which is already in use as a primary email address (username).

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The new contact will receive the email invitation and must **go through the steps listed in the Getting Started section** above to confirm the account.

> *Quick Tip*: Send a message directly from your main email address to the individual you'd like to invite to OAMS with the instructions attached.
>
> Dear [Name]:
>
> I am setting up our organization's account in AAHRPP's new online system (OAMS), and I wanted to share with you the instructions on how to set up your profile. Please see attached.
>
> You will get an email from no-reply-oams@aahrpp.org with a link to set a password, though it may go to the Spam/Junk folder. When you have a moment, will you please try to log into OAMS?

Once the email address is verified and the password is set, the new user will appear in a contact card on your organization's Contacts page.

To log in, the new contact will begin at the Sign In page and use their primary email address as a username and the password they created.

OAMS sign in page:

https://oams.aahrpp.org/sign-in

ORGANIZATION OFFICIAL

Richard Jerson

✉ i.jerson@example.com
☏ Phone:
👁 View More Info   ✏ Edit Info

✉ Invite To Login   Last Login: never

👥 Reassign

Unassign Current Member — OR —

Select A Name To Assign Role ⌄

— OR — Invite New Contact

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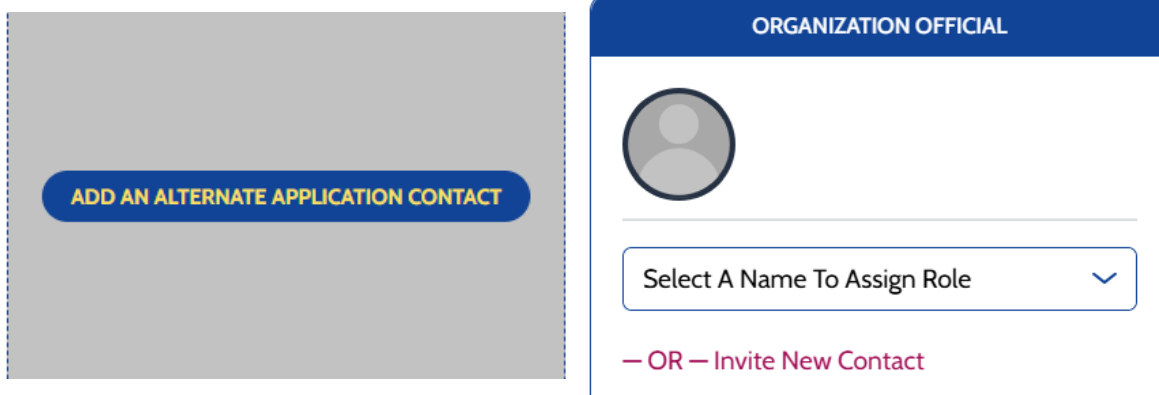
2. Confirming a new user on their behalf

To add an additional Alternate Application Contact or Read Only User, click the button on the corresponding tile.

In the pop-up window, enter the **primary email address of the individual** you would like to add into the first field.

Then, enter **your own email address** into the second field. Click Sent Invite.

Both you and the new contact will receive the email invitation. **To set up the account on behalf of the new contact**, continue through the steps listed in the Getting Started section above using the new contact's name instead of your own.

⚠ Technical difficulties? Please reach out to helpdesk@aahrpp.org.

ORGANIZATION OFFICIAL

Richard Jerson

✉ i.jerson@example.com
☎ Phone:
👁 View More Info   ✏ Edit Info

✉ Invite To Login   Last Login: never

👥 Reassign

Unassign Current Member — OR —

Select A Name To Assign Role   ⌄

— OR — Invite New Contact

Once the email address is verified and the password is set, the new user will appear in a contact card on your organization's Contacts page.

To log in, the new contact will begin at the Sign In page and use their primary email address as a username and the temporary password you created.

The new contact can change their password by following the steps in the Account Profile section above.

OAMS sign in page:

https://oams.aahrpp.org/sign-in

ASSIGNING ROLES

There are five roles within OAMS to help you organize users associated with your organization's account. Some roles may be applied to the same user, such as Application Contact and Organizational Official. Some roles may *not* be applied to the same user, such as Application Contact and Read Only User.

ROLE	DESCRIPTION
Application Contact	The point person for your organization's AAHRPP accreditation
Billing Contact*	The point person for AAHRPP fees
Organizational Official	The person who has overall responsibility for the HRPP or delegate
Alternate Application Contact	An alternate point person to the Application Contact with editing permissions
Read Only User*	An individual who can view your organization's OAMS account but is unable to edit details

*The Billing Contact and Read Only Users do not have administrative permissions. Users assigned to these roles cannot invite, assign, or edit user accounts besides their own. These roles can view the organization's information and accreditation materials and will receive certain notifications from AAHRPP sent via the OAMS.

To **assign or reassign an OAMS user** to a role in your Contacts, locate the contact card of the role for which you will assign the user.

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Click the drop-down menu in the contact card and **click the name of the user**.

The user's information will populate into the contact card.

Please note: The Application Contact role must be filled at all times. Adding or swapping users into this role will result in the previous user in the Application Contact role being automatically assigned to an Alternate Application Contact role.

To **swap roles between users**, select a name from the drop-down menu on the contact card, and the user you select will take the place of the user in that role. If the outgoing user holds no other role, they will be automatically reassigned into a Read Only User. (Exception: Application Contact. See note above.)

To **unassign an existing user** from a role they currently hold, locate the contact card of the role you would like to unassign.

(To remove a Read Only User, see the section for deleting users below.)

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Click Unassign Current Member.

Please note: Unassigning a user who holds only one role will automatically reassign them into a Read Only User.

DELETING USERS

In the event that an OAMS user is no longer needed in your organization's account, you may wish to remove their access and delete their contact card.

Only Read Only Users can be deleted.

If the user account you'd like to remove is not already a Read Only User, locate the tile to **Add a Read Only User**.

Using the drop down menu, **select the name of the user** whose account you'd like to remove.

The user's information will populate into the contact card for the Read Only User role and be removed from any contacts cards for all other roles to which they were previously assigned.

⚠️ Technical difficulties? Please reach out to helpdesk@aahrpp.org.

In the Read-Only User's contact card, click on **Delete User**.

A pop-up dialogue box will display a warning before the user's account is deleted.

Once you confirm, the user will no longer have access to an OAMS account and will not be able to view or edit your organization's information in the system.